



## Understanding and Using the Tools of Exporting Seminar

### Learn how to:

- Review and update required documentation
- Strengthen your communication skills
- Export Marketing & International Trade strategies
- Practical skills that will enable you to produce, sale, ship and collect payments in the International Market Place

### Who will benefit

- Sales Personnel, Shipping Staff, Production Control Managers, Accounting Managers
- Administrative Staff, Anyone who is responsible for coordinating or managing the exporting of products

#### Exporting Tools Logistics & Documentation Seminar

Seminar Fee: \$ 20 per person

#### September 4, Abington

Southwest Virginia Higher  
Education Center

#### September 5, Charleston, WV

Business and Industrial  
Development Corporation

8:00 – 8:30 am	Registration and Coffee
8:30 – 9:00	Welcome / Opening Remarks Jim Pittard, U.S. Dept. of Commerce
9:00 – 9:45	Export Marketing & International Trade Chad Miller, Office of Economic Development, Virginia Tech
9:45 – 10:00	BREAK
10:00 – 11:00	How to use specific techniques from pricing to shipping Pete Ketterer, Office of Economic Development, Virginia Tech
11:00 – 12:15	International Freight Forwarder Logistics, document presentation & distribution

### Method of Payment:

☐ Check Enclosed. Make checks payable to: Treasurer, Virginia Tech, CE

☐ Credit Card: ☐ MasterCard ☐ VISA ☐ AMEX

Name of Cardholder \_\_\_\_\_ Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Return by **August 21, 2003** (no staples, tape, or paper clips, please) to:

Conference Registrar, Export  
810 University City Blvd., Suite D  
Blacksburg, VA 24061-0272  
Phone: (540) 231-5182 Fax: (540) 231-3306 (for credit card registrations only)

For More Information Contact:  
Pete Ketterer  
(540) 231-8891  
pkettere@vt.edu

Check one: ☐ September 4, Abingdon ☐ September 5, Charleston, WV

Name: \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

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